



## **Position: Lodging and Grounds Support Specialist**

### **Job Type: Part Time, Permanent**

Wabash Park Camp & Retreat Center is a year-round Christian Camp and Retreat organization, in Clay City, IN. We are a growing organization, and this role will be dynamic, challenging and rewarding for the right individual.

The right person will have a background in hospitality, housekeeping, landscaping, or just general experience working with their hands. They will also be passionate about WPC&RC and how the cleaning and maintenance care of the site connects to the big picture of our ministry.

This position is ideally suited for someone who likes to work collaboratively as much as they do on their own. This team member will set a standard of excellence, care and service that exemplifies the love of Christ to all guests, investors, and partners.

Proactivity, adaptability, and prioritization are all essential skills of the role. The successful candidate should enjoy multiple facets of work life from the hands-on work to the pre planning and preparation that a good site program consists of. This role, along with the Facilities Manager carry out many essential tasks that allow our ministry to run smoothly.

Our desire is to have a long-standing team member committed to serving the LORD and growing in their own spiritual life, ministry at WPC&RC and multiply skills that contributes to the sustainability of WPC&RC.

This position will be reporting to the Facilities Manager and Executive Director.

### **Responsibilities:**

- Perform a variety of cleaning activities such as laundry, cleaning bathrooms, making beds, sweeping, mopping, and dusting.
- Ensure all lodging is cleaned and inspected for needed maintenance.
- Assisting Facilities Manager with groundskeeping duties.
- Protect equipment and make sure there are no inadequacies.
- Notify superiors of any damages or excessive cleaning requirements.
- Deal with reasonable complaints/requests with professionalism and patience.
- Check stocking levels of all consumables and replace as needed.

- Adhere strictly to rules regarding health and safety and be aware of any ministry relate practices.

**Qualifications:**

- Committed to WPC&RC's Statement of Faith.
- Collaborative approach and team player with a demonstrated ability to maintain healthy working relationships.
- Optimistic leader who is humble, teachable, approachable, future oriented and mission focused.
- Experience in housekeeping and/or groundskeeping is a plus.
- Written and verbal communication skills.
- Strong time management skills including planning, organizing, problem-solving and decision-making skills.
- Ability to work quickly without compromising quality.
- Self-starter who is creative, motivated and diligent with a high commitment to personal and professional excellence.

**Salary:** \$12,500 up to \$25,000 per year

**Work Location:** In-person at WPC&RC

**Schedule:**

- As needed based on WPC&RC calendar.
- Monday to Friday, some weekends as needed.

**Work Location:** In person at 304 E. CR 650 S Clay City, IN 47841

Please submit resume and a cover letter telling us a little about yourself and why you are interested in this position to Executive Director, Deana Hayes, at [deana4kids@sbcglobal.net](mailto:deana4kids@sbcglobal.net)